

Community Mental Health Board of Oak Park Township
Executive Committee Meeting Minutes
January 10, 2024 – 5 PM (CMHB Offices, 229 Madison Street, Oak Park)

Executive Committee Present:

Nancy Staples
Liz Raleigh
Jaimee Reggio

Executive Committee Not Present:

Staff Present: Cheryl Potts

CALL TO ORDER: President Nancy Staples called the meeting to order at 5:02 PM.

ADJOURN TO EXECUTIVE SESSION:

Motion: Jaimee Reggio moved to adjourn to enter Executive Session to discuss personnel matters at 5:03 p.m.

Second: Liz Raleigh

Vote: The motion was carried.

ADJOURN EXECUTIVE SESSION AND RETURN TO REGULAR MEETING:

Motion: Jaimee Reggio moved to adjourn Executive Session and re-enter regular Executive Committee Meeting at 5:15p.m.

Second: Liz Raleigh

Vote: The motion was carried.

AGENDA APPROVAL:

Motion: Liz Raleigh moved to approve the agenda.

Second: Jaimee Reggio

Vote: The motion was carried.

PUBLIC COMMENTS: None.

APPROVAL OF CONSENT AGENDA

Motion: Liz Raleigh moved to approve the consent agenda.

Second: Jaimee Reggio seconded.

Vote: The motion was carried.

DISCUSSION ITEMS:

D97 and DePaul University Collaboration

Cheryl stated that she, along with D97 superintendent Dr. Ushma Shah, and DePaul University Mindfulness Matters director Dr. Julie Brosnan, provided an in-depth presentation on December 12th to the D97 Board of Education. The presentation was well-received and the Board voted in favor of funding the program at \$90,000, which is level with previous years. Nancy stated that this is a positive step in the right direction, but will require CMHB to fully

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fund the Mindfulness Matters program again in FY25. The expectation is that D97 will increase support so that CMHB may invest those funds in other initiatives.

FY25 Funding Requests

Cheryl provided an overview of annual grant funding requests for FY25 which total approximately \$1.7 million. Of the 19 agencies who applied, L'Arche Chicago is the only new agency request; CSS and Housing Forward included requests for new programs. Oak-Leyden did not spend FY24 funds for their pilot DSP training program, primarily due to lack of engagement into the program (no increased pay/growth opportunities), and did not apply for this program next year. Cheryl noted that similar programs throughout the state have experienced the same issues launching. Board members were encouraged to add notes to the funding request documents after completing liaison visits. Grant hearings will be held on January 30th and February 1st and FY25 annual awards will be voted on at the February Board meeting.

Funding Guidelines Revisions

Cheryl reviewed proposed revisions to the CMHB Funding Guidelines. The revisions are to: 1) add specificity to proof of residency requirement, 2) add a sub-clinical category for billing to better prepare for next year's audits, and 3) add new language for I/DD programs ("services" vs. "treatment") to acknowledge difference in programming from mental health/substance use services. Board members will be educated on the changes at the January 30 meeting and will be encouraged to review the Funding Guidelines changes and give feedback before voting on the revisions at the February full Board Meeting.

ACTION ITEMS:

CMHB FY 25 Budget Admin Allocation

Cheryl reviewed the proposed administrative budget for FY25. Overall, the FY24 budget is consistent with projections and on budget with a few exceptions: furniture, office supplies, movers, and communication costs are all down with the move to the CRC; insurance costs are higher due to a change in the Township's formula. Cheryl noted the rent expense line added to the budget to reflect the CRC pre-paid lease. Cheryl reviewed line by line expenses and the CMHB fund balance projection sheet which indicated the fund balance will be back to our goal by FY 2026.

Motion: CMHB approve that the FY 2025 Administration, Operating Costs, and Capital portions of the proposed budget be included in the Action Items of the full Board Meeting on January 30 as presented.

Moved: Jaimee Reggio

Second: Liz Raleigh

Discussion: The Committee supported the budget presented and was pleased with the administrative cost savings resulting from the move to the CRC. In addition, the Committee expressed interest in holding a special meeting of the Board to discuss potential pilot projects for funding. Nancy noted the importance of CMHB staying ahead of the curve and funding agencies to provide innovative programming that furthers CMHB's strategic plan.

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Vote: The motion was carried.

Meeting Adjourned at 6:15 PM.

Respectfully Submitted,

**Liz Raleigh
Secretary/Treasurer**